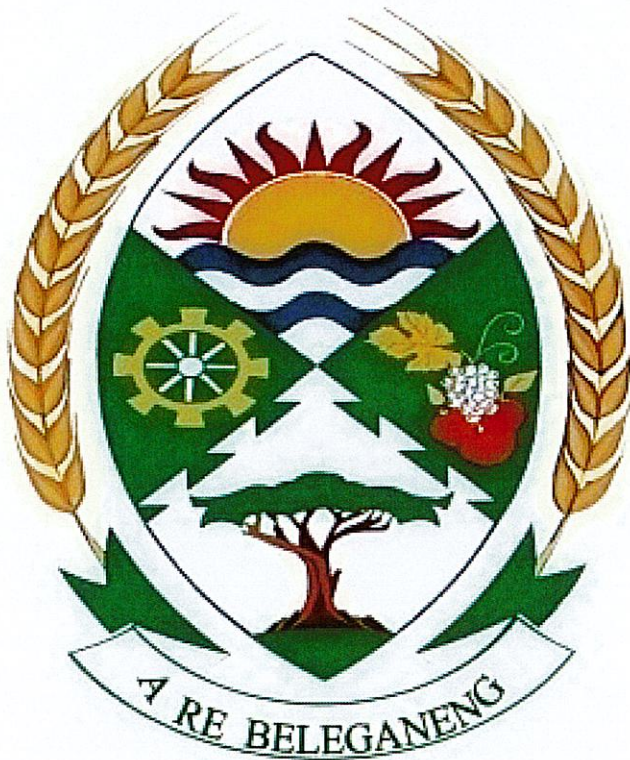


ELIAS MOTSOLEDI LOCAL MUNICIPALITY-MASEPALA WA SELEGAE



POLITICAL SUPPORT STAFF(DRIVER/CHAUFFER) POLICY

MUNICIPAL COUNCIL RESOLUTION NUMBER

M24/25-07

APPROVED AT THE COUNCIL MEETING OF 30 AUGUST 2024

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1. LEGISLATIVE FRAMEWORK AND BACKGROUND

The EMLM established in terms of Local Government: Municipal Structures Act 117 of 1998 has the political and administrative component. The political component constitutes the office of the Mayor, Speaker, chief whip and Council Committees. The administrative component constitutes the office of the Municipal Manager, who is the Accounting Officer and Managers reporting directly to the Municipal Manager. EMLM Municipality has an approved organizational structure that is aligned to both the political component and the administrative component. The Municipal Manager is responsible for ensuring that the political component is supported through the allocation of resources and the appointment of support staff. The Political Support Staff Policy provides for the political office bearers to have the necessary support to execute their duties.

2. Aim of the Political Support Staff Benefits Policy

The aim of the Political Support Staff Policy is to ensure that the driver services to the Political Office bearer, that is, the Office of the Mayor and Office of the Speaker be provided with the operational resources to execute their activities.

3. Scope of the Political Support Staff Benefits Policy

The Policy will be applicable to EMLM employees offering driver services to support the Political Office Bearers, that is, Office of the Mayor and Office of the Speaker.

4. Nature of the Work for Political Support Staff at EMLM

EMLM appoints officials to support the office bearers. The officials are appointed to provide office support in a form of administrative work, chauffeur services, protective services and protocol services. The political support officials are located in the office of the Mayor and the Office of the Speaker.

5. Benefits of the Political Support Staff (Driver / Chauffeur)

5.1 Political Support Staff are appointed to work normal hours like any other officials. However, the nature of political office bearers requires the political support staff to work irregular hours that are outside the normal hours.

5.2 Political Support staff must be compensated for the hours that they work outside their normal working hours the compensation should be capped and calculated to ensure that the norm of 30% overtime is adhered to.

5.2.1. Maximum ten (10) hours a week.

5.2.2. Three (3) hours on any working day

- 5.3 The Drivers and Protective Personnel of political office bearer must be paid an annual non-taxable **allowance of R12000 (Twelve Thousand Rand Only)** The annual clothing allowance must be paid in August each year, the driver is at liberty to spread the amount throughout the financial year. The allowance shall increase
- 5.4 The Political Support Staff shall receive the **inconvenience allowance equal to 20%** of the monthly gross salary
- 5.5 The Political Support Staff shall receive a **cellphone allowance of R2000 monthly** and data allowance to the value **of R300 monthly**.
- 5.6 The Political Support staff shall receive a car allowance.
- 5.7 Any political support staff, Driver who vacates his or her position as a political support employee, either by transfer or promotion will no longer qualify to receive the allowances **excluding car allowance**.
- 5.8 The Political Support Staff shall not claim **SNT, Overtime and stand-by allowance**.
- 5.9 The allowances are linked to the term of office of the political office.
- 5.10 The allowances shall not be extended to administrative support staff of the political office bearers.

6. Professional Outlook of The Political Support Staff

- 6.1. Political Support staff must be professionally dressed and need to project a professional image befitting to the office of the political office bearer that they are supporting.
- 6.2. Political Support staff must dress neatly, formally and respectfully.
- 6.2.1 Political Support Staff may not wear casual items of clothing such as denim jeans, bleach pants, t-shirts with slogans that are suitable for sports events, sport shorts, canvas shoes, running shoes, tekkies, slippers or informal hiking shoes while in official duty.

7. Accommodation Of the Political Support Staff

- 7.1. Political Support Staff shall be accommodated not more than 5km from where the mayor/speaker is accommodated.
- 7.2. Accommodation amount and standards shall be in line with the standards as applied to all other employees of the municipality.

8. Review of Political Support Staff Benefits Policy

- 8.1. The Political Support Policy may be reviewed and revised from time to time whenever the need arises.

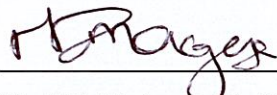
9. Budget and Resources

9.1. The financial and resource implications related to the implementation of this policy should be qualified by budget and treasury office working collaboratively with Human Resource Management

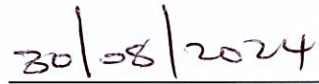
10. Non-Compliance

10.1 Non-compliance to any of the stipulations in this policy will be regarded as misconduct, which will be dealt with in terms of the applicable Disciplinary Code and Procedure.

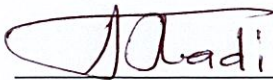
5. SIGNATORIES



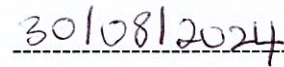
Ms NR Makgata Pr Tech Eng
Municipal Manager



Date



The Mayor
Cllr. MD Tladi



Date